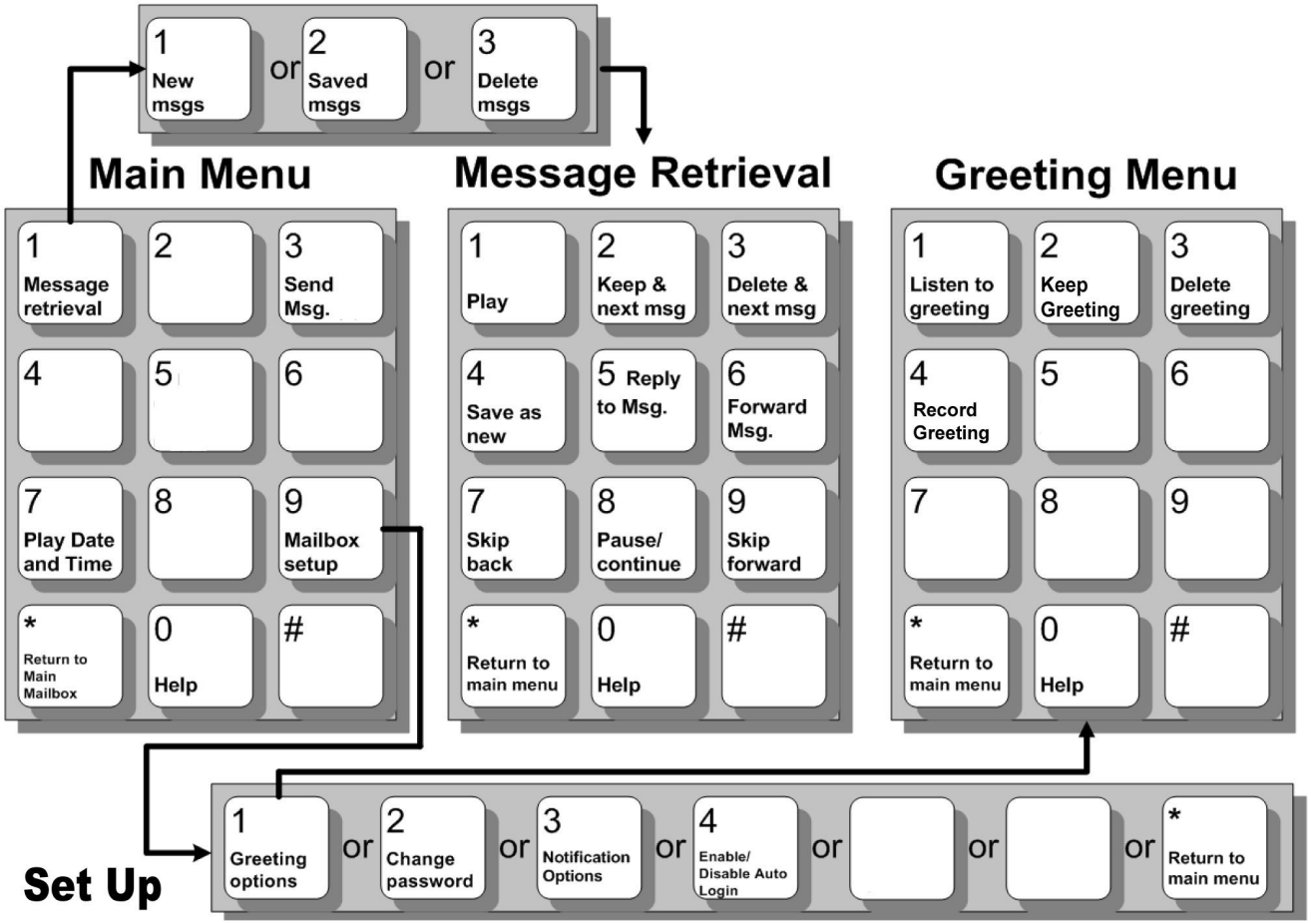


# Simple

Voice Mail

# Convenient

# Reliable

GOSFIELD NORTH
Communications Co-operative Limited

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**USER GUIDE - BASIC**

## Accessing Your Mailbox

1. **From home dial *98.**

   - When asked for your mailbox number, **Press the # Key if auto login turned off.**

   **Away from home dial 839.5999.**

   - When asked for your mailbox number, **enter your 7-digit telephone number**

   **OR**

   **- Dial your home or business number and Press the * key while your greeting is playing.**

2. If requested, **Enter your password, followed by the # key**. Your password will be a default of four zeros (0000) until you change it.

3. At the Main Menu:
   **Press 1** to retrieve messages
   **Press 9** for mailbox setup

## To Retrieve Messages

**3 Options in Message Retrieval Menu:**

a. **Press 1:** New Messages
b. **Press 2:** Saved Messages
c. **Press *:** Return to Main Menu

**To Listen to Messages:**

1. **Press 1** - Play or re-play Message
2. **Press 2** - Save Message and Go to Next
3. **Press 3** - Delete Message and Go to Next

**To Undelete Message:**

Don't hang up. Follow the voice prompts to listen to the messages. Once you have played the message you deleted,

4. **Press 4** - Save Message as New
5. **Press 5** - Reply to a Message
6. **Press 6** - Forward Message
7. **Press 7** - Skip Back Three Seconds
8. **Press 8** - Pause or Continue Message
9. **Press 9** - Skip Forward Three Seconds
10. **Press *** - Return to Main Menu

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## To Setup Mailbox

**5 Options in Mailbox Setup Menu:**

a. **Press 1:** Greeting Options (you can disregard this step if you choose to use the default greeting)
b. **Press 2:** Change Password
c. **Press 3:** Notification Options
d. **Press 4:** Enable/Disable Auto Login
e. **Press *:** Return to Main Menu

**To Change or Record Your Greeting:**

1. **Press 1** Greeting Options
2. **Press 4** to record a new greeting followed by the # key.
3. **Press 1** to listen to your greeting.
4. **Press 2** to save the greeting. The greeting must be saved to activate it.
5. **Press *** to return to the Main Menu.

**To Change Your Password:**

1. **Press 2** - Change Your Password
2. **Enter new password, followed by the # key**. The password is any series of up to 16 digits you choose. You will be unable to access your mailbox without this password, so be sure to choose one you will remember.
3. To verify, **Enter your password, followed by the # key**.

**To Disconnect: Simply Hang Up**

**For assistance contact us at....**
**519.839.4734**